

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice TB-1034

For: Burley Tobacco State and County Offices and KCAO

2002 Burley Tobacco Quotas

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

The Secretary has determined and announced the national marketing quota and national reserve for the 2002 crop of burley tobacco as follows:

- marketing quota is 324.2 million pounds
- reserve for:
 - new farms is 89,000 pounds
 - correcting and adjusting inequities is 350,000 pounds.

B

Purpose

This notice provides:

- 2002 national factors and reserve quota for burley tobacco
- instructions for completing annual calculations.

Note: See reporting date change in subparagraph 3 E.

Disposal Date

July 1, 2002

Distribution

Burley Tobacco State Offices and KCAO; State
Offices relay to applicable County Offices

Notice TB-1034

2 2002 Burley Tobacco Quota Information

A **Reserve Quota** **Prorated to** **States**

Reserve quota for adjusting inequities in old farms is prorated to States in pounds as follows.

State	Pounds
Georgia	35
Indiana	9,345
Kansas	35
Kentucky	240,380
Missouri	3,430
North Carolina	10,325
Ohio	10,955
Tennessee	60,235
Virginia	13,055
West Virginia	2,205

B **2002 National** **Factors**

The 2002 national factors are as follows:

- quota is 0.9770
 - current year equivalent is 0.9770.
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C **Transmitting** **National Factors**

KCAO shall transmit the 2002 national factors to burley tobacco County Offices on March 1, 2002.

Notice TB-1034

3 County Office Action

A

Action Before Establishing 2002 Quotas

Before establishing 2002 quotas, County Offices shall take the following action.

Step	Action
1	Complete reconciliation of producer marketings according to 10-TB SCOAP, Parts 9 and 23. Producer marketings will be downloaded electronically.
2	Complete the 2001 crop year FSA-578 summarization for burley tobacco.
3	Review farms with CRP reductions for burley tobacco. See 10-TB SCOAP, Part 11, Section 5 for instructions on CRP reductions.
4	On Statistical Reports Menu MMAJ00: <ul style="list-style-type: none">ENTER "3" to generate Size Groups of Tobacco Farms Report (PSL-23R)PRESS "Enter". Transmit PSL-23R by March 8, 2002.
5	On Statistical Reports Menu MMAJ00: <ul style="list-style-type: none">ENTER "4" to generate the semiannual Lease and Transfer of Quotas Report (PSL-31R)PRESS "Enter". Transmit PSL-31R by March 8, 2002.
6	Run farm and tract crop file verification from the Maintenance of Quotas Menu, according to 10-TB SCOAP, paragraph 356.
7	Ensure that all voter eligibility lists and labels have been prepared for the "AMS Mandatory Grading Referendum".

B

File Backup

Immediately before establishing 2002 quotas, County Offices shall back up all files with normal weekly backup procedure before performing annual calculations. Retain backup offsite for 180 calendar days.

Continued on the next page

3 County Office Action (Continued)

C Performing Annual Calculations

Establish 2002 crop year burley tobacco quotas according to 10-TB SCOAP, Part 5.

Note: Accessing a farm through option 11, “PFC/Compliance”, while establishing new crop year quota, will interrupt the annual calculations process.

Burley rollover will be performed in 2 stages at 2 separate times as follows.

Phase I: Menu MMAC00, option 1, “Establish New Crop Year Quotas”. Option 1 includes a transmission file for PSL-20R, but no paper report. PSL-20R will not print until Phase II of Annual Calculations. Complete Phase I no later than March 4, 2002.

Note: After Phase I has been completed, reconstitutions involving a burley tobacco farm will not be allowed to be processed in the system. Reconstitution software will display the following message, “Cannot initiate a Burley reconstitution until Burley rollover is completed.” This includes tract combinations and divisions.

Phase II: Complete Phase II after receiving download from KCAO for effective undermarketings.

Menu MMAC00, options 2 through 7 must be taken in order.

- Menu MMAC00, option 2, “Preparation of Annual Notices”
Option 2 will factor effective undermarketings, if applicable
- Menu MMAC00, option 3, “Preparation of Display List”
- Menu MMAC00, option 5, “Detail List of Farm Crop Records”
- Menu MMAC00, option 6, “Detail List of Tract Crop Records”
- Menu MMAC00, option 7, “Release System for Normal Processing”.

Note: After Phase II has been completed, reconstitutions involving a burley tobacco farm will be allowed to be processed in the system.

After completing the annual calculations process, release the system for normal processing and update multiple-year leases and transfers according to 10-TB SCOAP, paragraph 611.

Reinstate quota for CRP-1’s that expired or were terminated in 2001.

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Notice TB-1034

3 County Office Action (Continued)

D Generating and Mailing MQ-24's

County Offices shall take the following action to generate and mail MQ-24's.

Step	Action
1	Generate MQ-24's as follows: <ul style="list-style-type: none">• indicate that 2002 is not a referendum year, for marketing quota purposes, when generating MQ-24's• date MQ-24's (FSA-708's) April 5, 2002.
2	Mail MQ-24's by April 5, 2002.

E Report of Producer Marketings (PSL-14R)

County Offices **shall** generate and transmit PSL-14R, Report of Producer Marketings, on March 29, 2002.

Note: Do **not** transmit on March 15 according to 10-TB-SCOAP.

4 State Office Action

A Allocating Reserves

State Offices shall take the following action.

Step	Action
1	Allocate all reserve pounds to County Offices by March 29, 2002.
2	Prorate the reserve quota based on basic quota established for each individual county. Note: No reserve pounds shall be maintained in the State Office.
3	Instruct County Offices to enter reserve pounds in the 2002 burley crop table record.
4	Require County Offices to adjust inequities within 30 calendar days after reserve pounds are allocated.

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4 State Office Action (Continued)

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**PSL-20R
Transmissions**

State Offices shall transmit PSL-20R from County Offices to KCAO by March 8, 2002.

Note: Phase II of burley rollover will not be initiated until all States have successfully transmitted PSL-20R for every burley tobacco County Office. Any delay in monitoring or transmission **will** delay MQ-24's from being issued to farm operators.
